

Stephanie Yanes

San Antonio, TX 78226-1344
(210) 954-2964 - stephhyanes@gmail.com

Objective

I am a soon to be dental assisting graduate seeking a dental office to provide me with the experience and knowledge needed to become a productive member of a fantastic dental team.

Skills

• Organization skills • Time management • Data entry • Appointment scheduling • Office administration • Phone etiquette • Positive and professional • Problem-solving • Attention to detail • Turning over Operatories • Sterilization and infection control • Working as a team player

Employment History

06/2026 to present **Dental Assistant Extern** - Sunrise Family Dental, San Antonio, TX

Observing the dental team, helping with sterilization, treatment room disinfecting, seating patients, recording blood pressure and pulse, and assisting the dentist.

06/2025 to 12/2025 **Telephone Customer Service Representative**

Frost Bank – San Antonio, TX

Resolved customer inquiries efficiently through active listening and problem solving skills. Provided accurate information on banking products and services.

03/2015 to 02/2025 **Receptionist**

American Air Conditioning-Htg – San Antonio, TX

Customer service, appointment scheduling, billing, issuing refunds, authorizing work orders, and data entry.

Education History

High School Diploma

John F. Kennedy High School - San Antonio, TX

General High School Curriculum

Expected in 08/2026 **Dental Assisting School of Texas** - Boerne, TX

Certifications - 06/2026 Current BLS/CPR Certificate - 08/2026 Expected RDA